



NORTHAMPTON PSYCHOLOGY PRACTICE
ASSISTANT PSYCHOLOGIST
JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Assistant Psychologist
Department: Clinical Psychology, Autism Assessment & Intervention Service
Responsible to: Dr Kate Baldry, Clinical Psychologist / Director
Accountable to: Dr Kate Baldry, Clinical Psychologist / Director
Pay: £21.892 – 24,157 pro rata per annum (depending on experience)

2. JOB PURPOSE

1. To work as an Assistant Psychologist in assisting the Clinical Psychology service and Autism Assessment and Intervention Service within Northampton Psychology Limited.
2. Under the direction and supervision of the Clinical Psychologist, to complete indirect and where appropriate, direct, clinical work to contribute to the delivery of psychological services to clients and their families.
3. To contribute to audit and service evaluation to aid service development.
4. To participate in relevant continuing professional development and attend professional clinical supervision.

3. MAIN DUTIES/RESPONSIBILITIES

A. Audit, service evaluation, research, and resources.

1. To undertake searches of evidence-based literature and research to assist qualified clinical psychologists and other members of the team in evidence-based practice in individual and teamwork.
2. To contribute to developing the clinical psychology and autism service by completing audits

and service evaluations under the supervision of qualified clinical psychologists.

3. To undertake data collection, analysis, and produce written reports and summaries as needed, using IT programmes and contribute to the dissemination of information to the team and other professionals as appropriate.
4. To contribute to the design and development of a low-level psychological intervention service for children and adolescents.
5. To design and develop materials such as leaflets and easy-read documents to provide information to clients and their families about services offered, including use of social media.

B. Clinical work

Working under the direction and supervision of the responsible clinical psychologist:

1. To assist in the completion of assessments and therapeutic work that is in keeping with the grade of this post and level of training.
2. If appropriate, duties may include completion of observations, administration, scoring and interpretation of psychometric assessments, review of case notes, behavioural analysis, and contributing to psychological reports stemming from this work.
3. If appropriate, direct work with clients completing low level psychological intervention.
4. To contribute to planning, organising and delivering psychological packages of care, either on a one-to-one or group basis, often in consultation with other members of the team.
5. To contribute to implementing a range of psychological interventions for individuals, carers, and families as appropriate.
6. To prepare session resources as required.
7. To attend service meetings as required.

C. Teaching, training and supervision

1. To receive regular professional and clinical supervision in accordance with professional practice guidelines.
2. To gain experience of clinical psychology within the private sector.
3. To develop skills and competencies that assist in the delivery of current duties.
4. To make effective use of allocated CPD time to develop knowledge and skills relevant to the role and ongoing professional development.

D. General

1. To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development

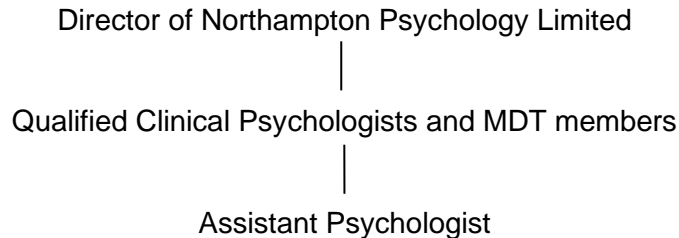
programmes.

2. To maintain the highest standards of clinical record keeping and report writing in accordance with the service policies and procedures and the professional codes of practice of the British Psychological Society.
3. To monitor and order test materials as required.
4. To undertake specific administrative duties as required.
5. To perform other duties of a similar kind appropriate to the grade, which may be required from time to time by qualified clinical psychologists.

E. Note:

1. This is not an exhaustive list of duties and responsibilities, and the post-holder may be required to undertake other duties which fall within the grade of the job.
2. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
3. The post holder is expected to comply with all relevant service policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.

4. ORGANISATIONAL POSITION



6. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Supervisor's Signature:

Date:

NORTHAMPTON PSYCHOLOGY LIMITED

PERSON SPECIFICATION – ASSISTANT PSYCHOLOGIST

Assessment Criteria	Essential	Desirable	How assessed
Qualifications and Training	<p>An upper second class honours degree or higher in psychology.</p> <p>Entitlement to graduate membership of the British Psychological Society</p>	Further post graduate training in relevant areas.	Certificates
Experience	<p>Previous relevant work experience with clinical populations such as children and families, mental health, learning disabilities, neurodevelopmental conditions, and other vulnerable groups. This can be either within paid or voluntary work, preferable within the health and social care setting, but this setting is not essential.</p> <p>Experience of completing literature searches and researching topics (e.g. online and book based research).</p>	<p>Experience of working with children and adolescents with autism spectrum conditions.</p> <p>Experience of working with children and adults with mental health difficulties.</p> <p>Experience of working with children with emotional and behavioural difficulties.</p> <p>Experience as an assistant psychologist.</p> <p>Experience of psychometric and neuropsychological tests</p>	Interview/ application form/ references
Knowledge and Skills	<p>Knowledge of child development and attachment theory</p> <p>Some knowledge of common mental health issues.</p> <p>Some knowledge of autism spectrum disorders.</p> <p>Knowledge of the application of clinical psychology in a clinical setting, and the role of clinical psychology within teams.</p>	<p>An understanding of the needs and difficulties of children and young people with neurodevelopmental conditions.</p> <p>An understanding of the needs of children and adults with mental health and learning difficulties.</p> <p>An understanding of psychological models.</p> <p>Skilled in the use of social media</p>	Interview/ application form/ references

	<p>High level communication skills, both verbal and written, and including the ability to communicate complex information clearly and succinctly to clients, families, and other professionals.</p> <p>Good data analysis skills and research skills (literature searches and audit).</p> <p>Evidence of a high standard of writing – for reports, information and self-help materials aimed at a wide range of readers including young people and adults including both lay persons and professionals.</p> <p>Creative approach to work to adapt psychological approaches to meet the needs of children and young people and those with learning disabilities and neurodevelopmental conditions.</p> <p>Skills in the use of Microsoft office applications.</p>		
Personal Attributes	<p>Ability to use own initiative in effective, timely completion of projects and completing projects autonomously where appropriate.</p> <p>Well-developed time-management and self-organisation skills with an ability to work independently, reliably and consistently with work agreed and managed at regular intervals.</p> <p>Ability to work to deadlines.</p> <p>Ability to use supervision appropriately and effectively.</p>	<p>An interest in working with children and adults with mental health difficulties, learning disabilities, and neurodevelopmental conditions.</p> <p>A desire to explore a career in Professional Psychology.</p>	<p>Interview/ application form /references</p>
Other	<p>Hold full driving licence with access to a vehicle for work purposes.</p>		<p>Interview/ application form /references</p>